



TOWN OF KITTERY MAINE

TOWN PLANNING DEPARTMENT

200 Rogers Road, Kittery, Maine 03904

Phone: (207) 475-1323

Fax: (207) 439-6806

www.kittery.org

APPLICATION: BUSINESS USE CHANGE

<b style="color: red;">THIS REVIEW PROCESS REQUIRES APPROVAL FROM BOTH THE TOWN PLANNER AND THE CODE ENFORCEMENT OFFICER	FEE	<input type="checkbox"/> \$100.00 plus	Amount Paid: \$ _____ Date Submitted: _____
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PROPERTY DESCRIPTION	Parcel ID	Map		Lot		Zone: Base Overlay		Total Land Area	
	Physical Address								
PROPERTY OWNER'S INFORMATION	Name					Mailing Address			
	Phone								
	Fax								
	Email								
APPLICANT INFORMATION	Name					Name of Business			
	Phone					Mailing Address			
	Fax								
	Email								

PROJECT DESCRIPTION

See sections below regarding information to be provided.

Existing or previous use(s):			
Other on site use(s):			
Proposed Business Name:		Proposed Hours of Operation	
Proposed Use or Uses:			
Please provide a brief narrative of the proposed project:			
Describe all land or structural modifications that will be made on the property:			

Number of people that will work, reside or visit the property during a typical weekday and weekend?	
Number of off-street parking spaces that will be provided:	
If the property will be used for storage, what, how and where will it be stored? (Also place on site plan)	
Describe any foreseeable odor, smoke, gases, light, dust, vibrations or noise omitted beyond the property's boundaries:	
Describe any improvements (buffering, vegetation, permeable surfaces, ect...) that will be made to the property that will enhance the surrounding environment: (Also place on site plan)	
I certify that, to the best of my knowledge, the information provided in this application is true and correct and I will not deviate from the plans submitted without notifying the Kittery Planning Department of any changes.	
Applicant's Signature: Date:	<div> <div></div> <div></div> </div>
	<div> <div>Owner's Signature: Date:</div> <div> <div></div> <div></div> </div> </div>

Minimum Submission Requirements

1) Application and Payment of Fee(s)

2) Site Plan (see minimum plan requirements below)

3) Floor Plan (include dimensional figures and label what areas will be used for)

4) Mail Copy of Plans to:

Office of the State Fire Marshall
 Inspections / Plans Review Division
 52 State House Station
 Augusta, Maine 04333-0052

Make sure to sure to obtain a packing slip or proof of mailing and include the slip or a copy of the with your application submission.

5) Completed Building Permit Application

Minimum Plan Requirements

Related Kittery Land Use Code Requirements:

16.4.3.5 5387 Business Use Changes.

The Planner and the Code Enforcement Officer are to review and approve, or refer to the Planning Board for action, all business use changes which occur that fall below Planning Board review thresholds as outlined in Sections 16.10.3.2 and 16.10.3.6. Approval must be based on compliance with all requirements of this Code.

16.10.3.6 Business Use Review.

All business use including the following must be reviewed by the CEO and Town Planner to ensure compliance with the requirements of this Code including:

1. Movement of an existing commercial or business entity from like to like facilities/use where major building/site modifications are not made;
2. Movement of an existing commercial or business use into related facility/use buildings;
3. Establishment of new commercial or business entity in an existing facility where intensity of use is not significantly different.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

- A) Show location and description of:
 - ☐ All structures ☐ Floor plans
 - ☐ Elevations of principle structures
 - ☐ All structures and accesses within 100 feet
- B) Show parcel data:
 - ☐ Total parcel area ☐ Building setbacks
 - ☐ Wetland setbacks ☐ Length of street frontage
- C) ☐ Show names and addresses of all owners of record on abutting parcels and the assessor's map and lot numbers.
- D) ☐ Label all zoning districts abutting the property boundaries.
- E) ☐ Show locations of natural physical features such as water bodies,
Water courses, forest cover, and ledge outcroppings.
- F) Provide description of these materials stored on the property:
 - ☐ Hazardous ☐ Toxic ☐ Raw Waste
- G) Show parking calculations:
 - ☐ Existing parking ☐ Proposed parking spaces
 - ☐ Handicapped spaces
- H) Submit a narrative of proposed use of the property for categorization purposes: (i.e. retail, wholesale, restaurant, video rental, office, auto repair, etc. The narrative must include:
 - ☐ any assigned numbers from the tenant roster for the space that will be occupied
 - ☐ the business hours
 - ☐ Estimated number of customers or clients per day
 - Size of lots and/ or buildings
 - ☐ proposed public improvements
- I) Describe any development constraints such as:
 - ☐ Wetlands ☐ Shoreland ☐ Floodplains
 - ☐ Existing structures ☐ Existing Uses
 - ☐ Lack of utilities , public private

ANY SUBMITTAL DEEMED SUFFICIENTLY LACKING IN CONTENT WILL BE RETURNED WITHOUT REVIEW.